



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 09/08/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: MVSKOKE MEDIA MANAGER			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
Department: MVSKOKE MEDIA	Location: Okmulgee	Location Code: 62	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	<p>Responsible for office administration and day-to-day operations of Mvskoke Media pursuant to NCA 15-218, a law to establish an independent media of the Muscogee (Creek) Nation and to provide protections for the independent media, or any subsequent amendments that may alter the original language as it relates to this position.</p> <p>The manager is responsible for administrative support to ensure production of the audio broadcast program, Mvskoke Radio; print publication, the Muscogee Nation News; television program, Native News Today; moderation of the Mvskoke Media website and all department social media as well as the day-to-day operations of the Graphic Design and Printing subsidiaries.</p>
Principal Duties and Responsibilities:	<p>Includes the following and other duties as assigned:</p> <p>When necessary, defends and provides education of ethical journalistic practices to all concerned parties, internal and external. Issues staff assignments as required to maintain the day-to-day operations of Mvskoke Media. Is responsible for departmental budget and administrative procedures.</p> <p>Is accountable for timeliness as well as aesthetic, production and editorial quality of the Muscogee Nation News, Native News Today and Mvskoke Radio.</p> <p>Is accountable for the quality and efficiency of the Graphic Design and Printing subsidiaries.</p> <p>Ensures consistent and comprehensive moderation of the Mvskoke Media website and department social media.</p> <p>Makes hands-on contributions in all these areas when needed.</p> <p>Is responsible for creation and implementation of departmental goals and vision, including the development of strategic goals.</p> <p>Supervisory Responsibilities: Oversees all employees at Mvskoke Media in accordance with applicable Muscogee (Creek) Nation laws and policies as well as Mvskoke Media Editorial Board policies. Responsibilities</p>



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include: interviewing, hiring and training employees; planning, assigning and directing work; completing annual performance reviews for supervisory staff and directing performance reviews for all staff; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies: To perform the job successfully, an individual should demonstrate the following:

Analytical – Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data.

Design – Generates creative solutions. Translates concepts and information into images. Uses feedback to modify designs. Applies design principles. Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason, even when dealing with emotional topics.

Project Management – Develops project plans, including budgets. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.

Technical Skills – Assess own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge of skills. Shares expertise with others.

Customer Service – Manages difficult or emotional customer service situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance. Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.

Written Communication – Writes clearly, concisely, accurately and informatively. Edits work for spelling, grammar and Associated Press style. Presents numerical data clearly and accurately. Is able to read and interpret written information.

Teamwork – Balances team and individual responsibilities. Exhibits



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objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit and puts success of the team above their own interests. Is able to build moral and group commitments to goals and objectives. Supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism. Inspires respect and trust. Mobilizes others to fulfill the vision. Provides vision and inspiration to peers and subordinates. Exhibits confidence in self and others. Inspires and motivates others to perform well. Effectively influences actions and opinions of others. Accepts feedback from others. Gives appropriate recognition to others.

Change Management – Develops workable implementation plans. Communicates changes effectively. Builds commitment and overcomes resistance. Prepares and supports those affected by change. Monitors transition and evaluate results.

Delegation – Delegates work assignments. Matches the responsibility to the person. Gives authority to work independently. Sets expectations and monitors delegates' activities. Provides recognition for results.

Quality Management – Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.

Diversity – Demonstrates knowledge of equal employment opportunity (EEO) policy. Shows respect and sensitivity for cultural differences. Educates others on the value of diversity. Promotes a harassment free environment. Builds a diverse workforce.

Organizational Support – Follows policies and procedures. Completes administrative tasks correctly and on time. Supports organization's goals and values. Supports affirmative action and respects diversity.

Strategic Thinking – Develops strategies to achieve organizational goals. Understands organization's strengths and weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.

Motivation – Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Takes calculated risks to accomplish goals.

Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status and position. Accepts responsibility for their own actions. Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance.



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	<p>Monitors own work to ensure quality.</p> <p>Quantity – Meets productivity standards. Completes work in a timely manner. Strives to increase productivity. Works quickly.</p> <p>Adaptability – Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Is able to deal with frequent changes, delays or unexpected events.</p> <p>Dependability – Follows instructions. Responds to direction of leadership. Takes responsibility for their own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternative plan.</p> <p>Imitative – Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.</p> <p>Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others' attention.</p> <p>Managing People – Takes responsibility for subordinates' activities. Makes themselves available to staff. Provides regular performance feedback. Develops subordinates' skills and encourages growth. Solicits and applies customer feedback (internal and external). Fosters quality focus in others. Improves processes, products and services. Continually works to improve supervisory skills.</p>
Minimum Requirements:	<p>Important attributes of any MCN employee, along with the official performance of duties, are personal appearance as well discourse and rapport with the public. Each employee is expected to make every effort to be well-informed about the institution as well as be pleasant, courteous, cooperative and to act in a manner to command the respect of coworkers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.</p>
Preferred Requirements:	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Manager must be an enrolled citizen of the Muscogee (Creek) Nation. The requirements listed below and in NCA 15-218, or any subsequent amendments that may alter the original language as it relates to this position, are representative of the knowledge, skill, background and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Education and/or Experience A bachelor's degree from a four-year college or university and five years</p>



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of experience in newsroom production is preferred. Must possess a working knowledge of best practices in business and departmental operation.

Language Skills

Has the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Has the ability to write routine reports and correspondences. Has the ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Has the ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Has the ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Has the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Has the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Macintosh computers and the Mac operating system (OS), Google and Adobe platforms, mobile OSs, WordPress, Microsoft Word and Excel, Facebook, Twitter, Instagram and LinkedIn.

Certificates, Licenses, Registrations

Car insurance and a valid driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, feel or reach as well as speak or hear. The employee is occasionally required to sit. The employee will be occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close, distance and color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of



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	those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

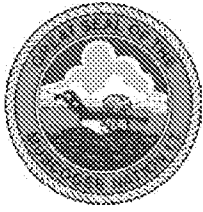
Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:



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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.